

# Fienberg-Fisher

## Web Site

## User's Manual

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# Introduction

## Overview

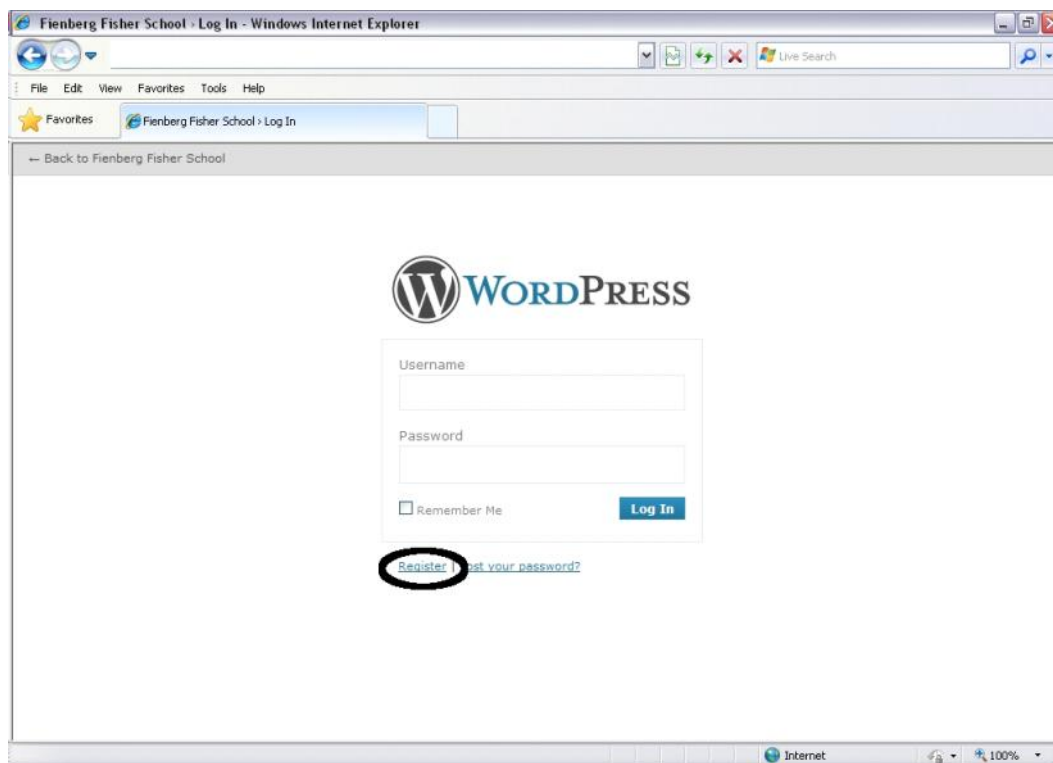
Fienberg Fisher School's website operates on a public domain, shareware software platform - [WordPress](#).

This WordPress software allows the site to be both robust and user friendly. The site has two ends - a front end and back end. The **front end** is what people viewing the site on their web browser see. The **back end** is what the people creating information to put on the site see.

This document is primarily focusing on the utilization of the **back end**.

- The back end is accessed via a **User Panel or Screen** using an internet browser and the URL ...

A User ID and Password is required to access the User Panel.



## Username and Password

1. To obtain a Username and password, click "Register".
2. Enter the Username that is the **same as your Miami Dade County email address beginning (e. g., mzabala)**.

Register For This Site

Username

E-mail

Check here to Subscribe to email notifications for new posts:  
☒

A password will be e-mailed to you.

Register

3. Enter your **school email address** in the E-mail field.
4. "Check here to Subscribe to email notifications for new posts:" is optional. If the box is checked, each time new posts are added to the site, you will receive an email with information on the new content. If the box is not checked, there will be another way to subscribe and manage subscriptions to content updates on the Administrative Panel later.
5. Click "Register".
6. An email will be sent to the email address you entered. Go to this email account and view the email. Make a note of the password and use the link in the email to return to the login screen.

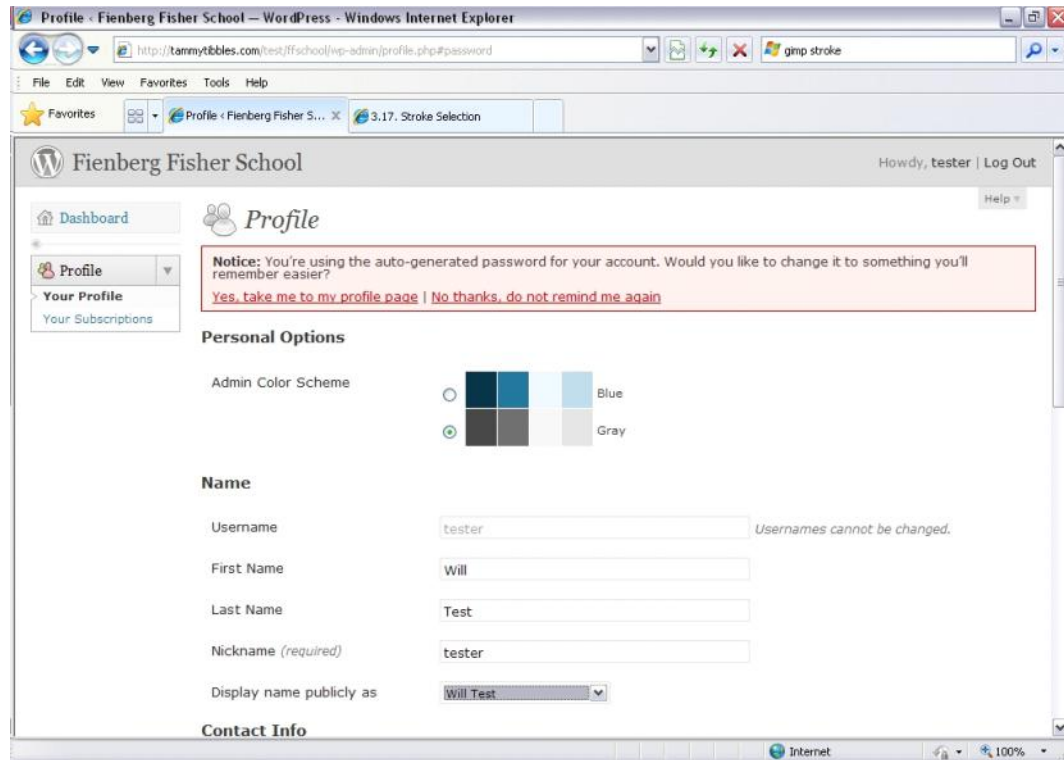
```

Username: tester
Password: M53*ueU@UYGf

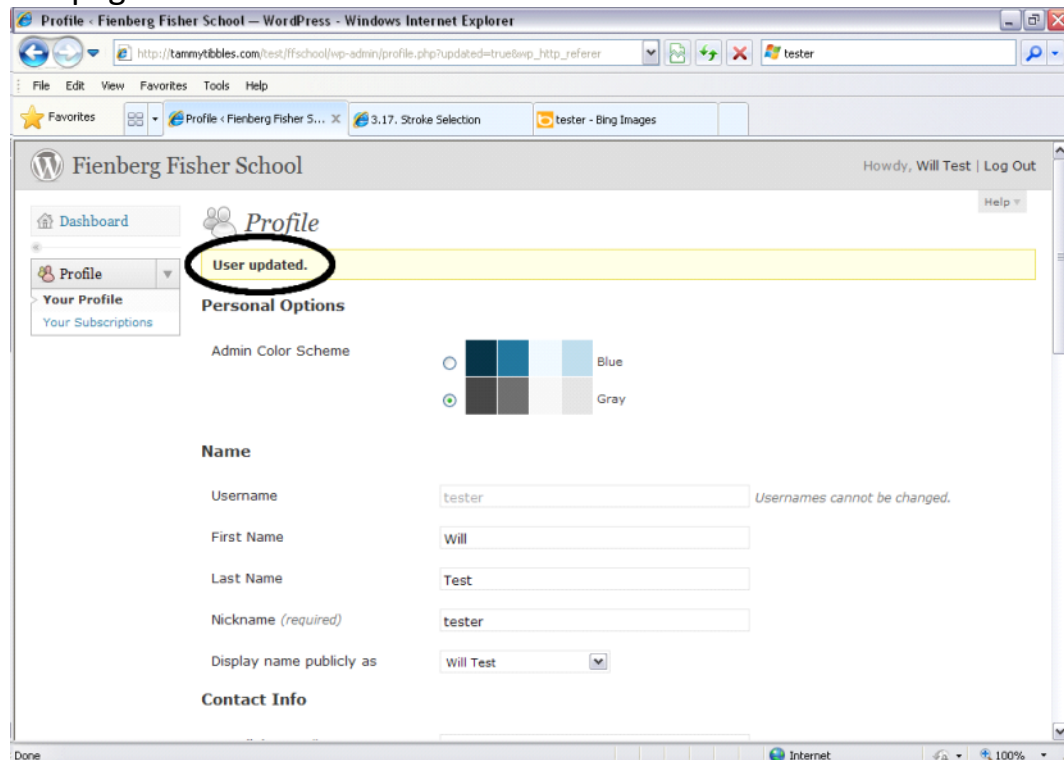
```

7. At the login screen, enter your Username and Password included in the email.
8. You should now be logged in. Your screen should be similar to this:


9.



10. Fill in the appropriate information into the fields provided.
11. Write a brief, 3rd person, biography without using paragraphs. **Note:** this information will be displayed on all content you post.
12. **Change your password to something you will remember that is a strong password.**
13. Upload a picture of yourself (preferably a headshot) - 8MB max. **Note:** this picture will be displayed on all content you post.
14. Click "Upload Profile"
15. The page will reload with a notation headline:



16. An email will be sent to the site Administrator to approve your photo and the appropriate level of permission will also be set.

 Your account is now active. However, your permission level is set as Subscriber. The appropriate level of permission for [your role on the site](#) will be set by the site Administrator - please allow 1 business day. To contact the administrator via email...

## WordPress Jargon

The WordPress software uses many terms you may be unfamiliar with, as used in the context of web site management.

Please use this link [http://codex.wordpress.org/WordPress\\_Semantics](http://codex.wordpress.org/WordPress_Semantics) to familiarize yourself with the basic jargon and refer to it and the [WordPress Glossary](#) as you encounter unexplained new terms.

## Permission Levels

This web site has 7 levels of permissions, called Roles. The Roles are as follows:

- Reader
- Subscriber
- Contributor
- Author
- Editor
- Administrator

Each Role is allowed to perform a set of tasks called Capabilities. There are many Capabilities including publish, moderate comments, and edit users. The default Capabilities are pre-assigned to each Role.

The Administrator Role is allowed to perform all possible Capabilities. Each of the other Roles has a decreasing number of allowed Capabilities. For instance, the Subscriber Role has just the read and comment Capabilities. One particular Role should not be considered to be senior to another Role. Rather, consider that Roles define the user's responsibilities within the web site.

### Summary of Roles

*Administrator* - Somebody who has access to all the administration features

*Editor* - Somebody who can publish and manage posts and pages as well as manage other users' posts, etc. (i.e., department head, principal)

*Author* - Somebody who can publish and manage their own posts (i.e., most teachers )

*Contributor* - Somebody who can write and manage their posts but not publish them (i.e., some teachers, administrators, PTA board members, aides); these posts will be reviewed by an Author or Editor then published or returned for editing

*Subscriber* - Somebody who can only manage their profile and subscriptions (i.e., parents, students, general public)

*Reader* - Somebody who is not logged into the site; one who is merely reading the site from the internet


For detailed information please see the WordPress site's documentation on [Roles and Capabilities](#).

### Initial Role

As outlined in the [Introduction](#), new users will automatically be assigned the Role of *Subscriber*.

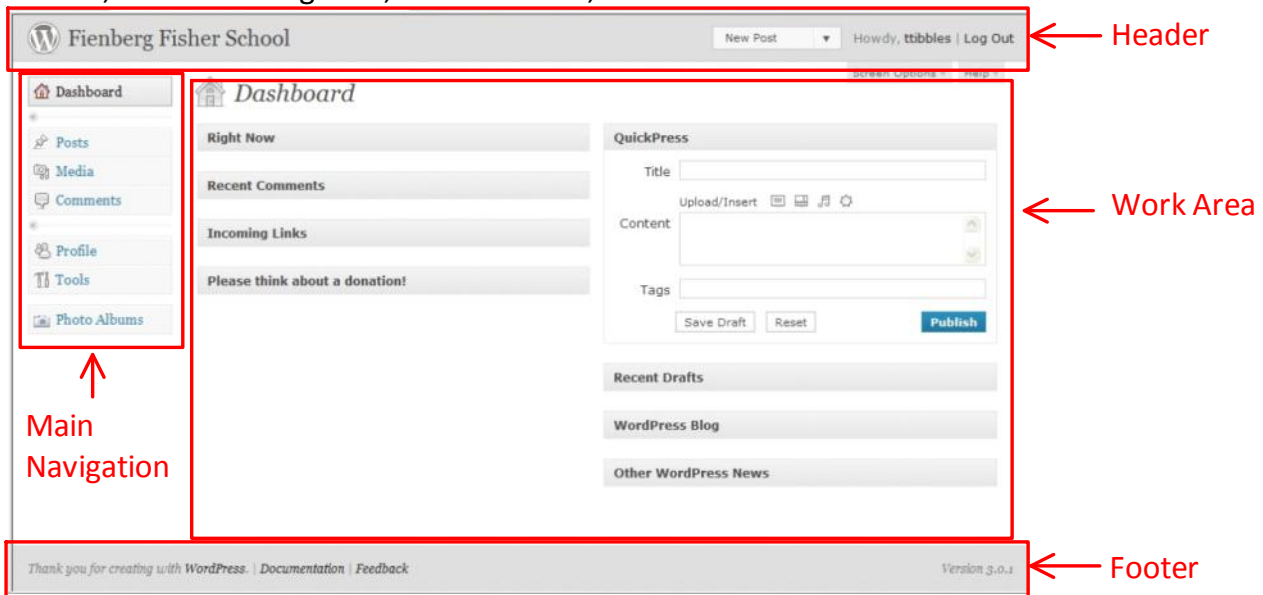


When a new user is created, an email goes to the Administrator; who, in turn, will assess the user's profile and assign the appropriate Role for that user. Please allow 1 business day for this assignment to be processed.

-  If after one business day, your profile has not been assigned a Role other than subscriber, and you feel you need another Role assigned, contact the site Administrator.

## User Administrative Panels

The User Administration Panel provides access to the control features of your WordPress installation. Each Administration Panel is presented in sections, the header, the main navigation, the work area, and the footer.



The top portion of all Panels, **the header**, is featured in light shading. The header shows the name of the web site as a link to the site's main page, a [favorites menu](#), and links to [your profile](#) (shown as your username), and [Log Out](#). Just below the top shaded area are two hanging tabs, [Screen Options](#) and contextual [Help](#), that can be clicked to expand them.

On the left side of the screen is the **main navigation** menu detailing each of the administrative functions you can perform. Two expand/collapse arrows just below each menu item allow the navigation menu to collapse to a set of icons, or expand (fly-out) to show an icon and description for each major administrative function, such as Profile or Comments. Within each major function, such as Posts, a pull-down arrow is presented upon hovering mouse hovers over the title area. A click of that arrow expands the menu to display each of the sub-menu choices. Clicking that arrow again collapses the sub-menu.

The large area in the middle of the screen is the **work area**. It is here the specific information relating to a particular navigation choice, such as adding a new post, is presented and collected.

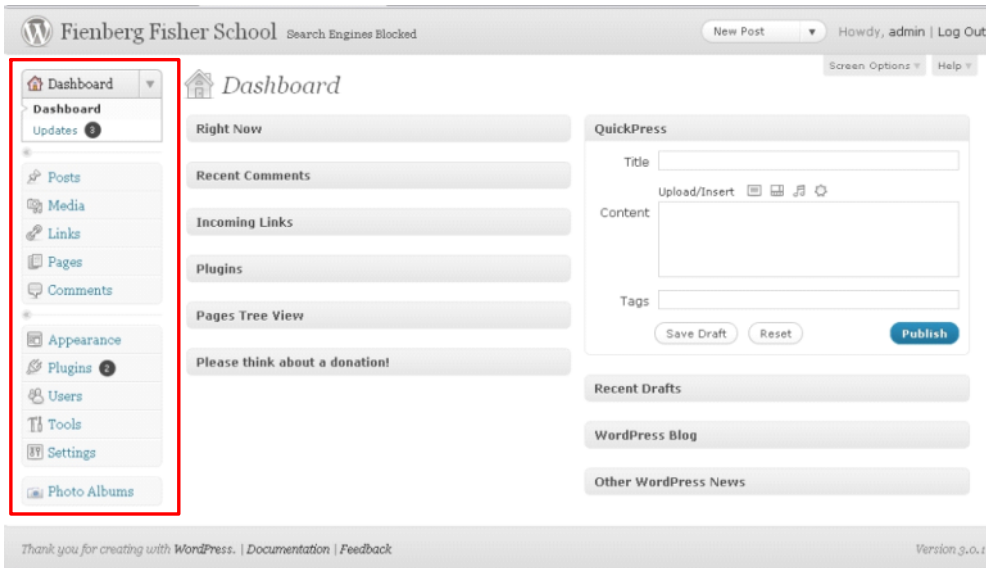
Finally, in **the footer**, at the bottom of each Administration Panel in light shading, are links to [WordPress](#), [Documentation](#), and [Feedback](#). In addition, the **version** of WordPress you have installed is shown.

Each Panel, referred to as SubPanel, that is accessed via the main navigation menu, is presented in the boxes below. The links in those boxes will lead you to

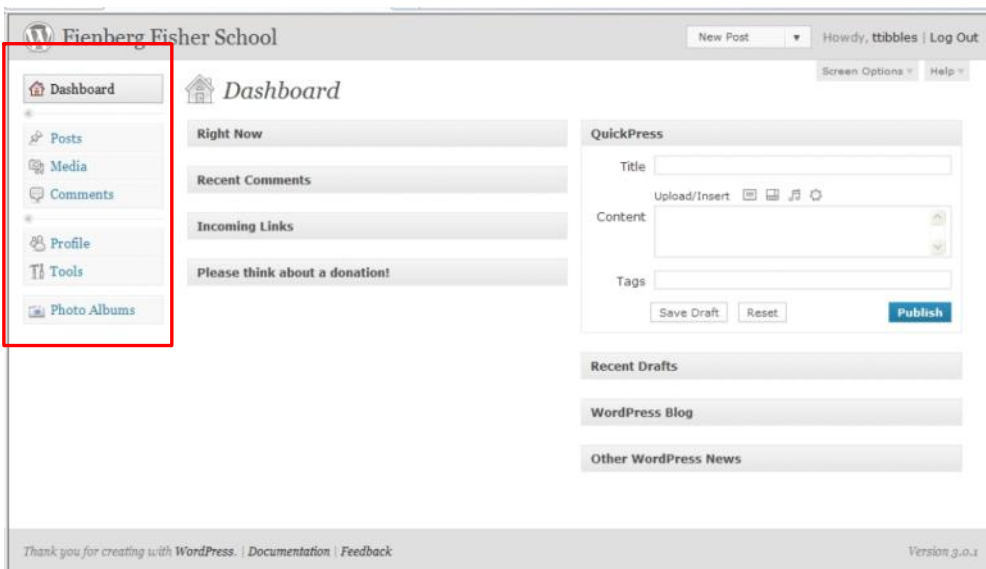
sections of this article describing those SubPanels. From those sections, you can navigate to articles detailing more information about each SubPanel. Also, [WordPress Screenshots](#) shows examples of all the SubPanels.

Depending on the [Role assigned](#) to you by the site Administrator, your User Administrative Panel will have different SubPanels on the Main Navigation.

For example, below are the User Panels for an Administrator and Contributor, see how the Administrator's User Panel has more options on the Main Navigation.



Administrator



Author

## Using the User Panel

The left sidebar is called the User Panel. It contains SubPanels. Each SubPanel contains groups of functions. For more information on each SubPanel see its corresponding section in this Manual.

Pasted from <[http://codex.wordpress.org/Administration\\_Panels](http://codex.wordpress.org/Administration_Panels)>



## Dashboard SubPanel

The Dashboard tells you about recent activity both at your site and in the WordPress community at large and provides access to updating WordPress, plugins, and themes.

### **Dashboard**

The Dashboard Dashboard SubPanel provides you a number of links to start writing Posts or Pages, statistics and links on the number of posts, pages, Categories, and Post Tags. A Recent Comments box shows the number of Comments awaiting moderation and a list of the recent comments. Configurable boxes of Incoming Links, and RSS feeds from the WordPress Blog, the Plugins blog, and Planet WordPress are also displayed.

### **Updates**

Only the web site Administrator has the ability to upgrade the site, plugins and themes.

Pasted from <[http://codex.wordpress.org/Administration\\_Panels](http://codex.wordpress.org/Administration_Panels)>

## Posts SubPanel

### Posts

Via the Posts Posts SubPanel you can select the Post or Posts you wish to edit, delete, or view. Multiple Posts can be selected for deletion and for editing. A powerful bulk edit feature allows you to change certain fields, en masse, for a group of Posts. A handy in-line edit tool, called Quick Edit, allows you to update many fields for an individual Post. Various search and filtering options allow you to find the Posts you want to edit or delete.

### Add New Post

The most important part of WordPress, the Posts Add New SubPanel is where you [write new Posts](#). In addition, any Media (pictures, video, recordings, files) can be uploaded and inserted into the Posts.

### Categories

Every Post in WordPress is filed under one or more Categories. Categories allow the classification of your Posts into groups and subgroups, thereby aiding viewers in the navigation and use of the site.

Each Category may be assigned to a Category Parent so that you may set up a hierarchy within the category structure. Using Activities as an example, a hierarchy might be Activities >> Intra-Curricular >> Creative Arts >> Music. In creating categories, recognize that each category name must be unique, regardless of hierarchy.

Depending on your assigned Role the Posts Categories SubPanel may allow you to add, edit, and delete Categories, as well as organize your categories hierarchically. Multiple Categories can be selected for deletion. A search option allows you to find the Categories you want to edit or delete. Also, depending on your Role, Categories can be added in the Posts Add New SubPanel.

### Post Tags

At this time, we are not using Tags.

Tags are the keywords you might assign to each post. Not to be confused with

Categories, Tags have no hierarchy, meaning there's no relationship from one Tag to another. But like Categories, Tags provide another means to aid your readers in accessing information on your blog.

The Posts Post Tags SubPanel allows you to add, change, or delete Tags. Multiple Tags can be selected for deletion. A search option allows you to find the Tags you want to edit or delete. Also remember Tags can be added in the Posts Add New SubPanel.

## Media SubPanel

Media is for the images, video, recordings, and files, you upload and use in the web site. Media is typically uploaded and inserted into the content when writing a Post or Page. Note that the Uploading Files section in the Settings Media SubPanel describes the location and structure of the upload directory.

### **Library**

The Media Library SubPanel allows you edit, delete or view Media previously uploaded to your blog. Multiple Media objects can be selected for deletion. Search and filtering ability is also provided to allow you to find the desired Media.

### **Add New Media**

The Media Add New SubPanel allows you to upload new media to later use with posts and pages. A Flash Uploader is provided and the ability to use a Browser Uploader is supplied if the Flash Uploader does not work.



## Links SubPanel

Links are for displaying other web sites important to our viewers/readers. Links can be organized by category, have internal references about your relationship to their destinations, can be automatically associated with images, and can even be rated on a scale from zero to nine.

### **Links**

The Links Links SubPanel allows you to select the Links to edit or delete. Multiple Links can be selected for deletion. Various search and filtering options allow you to find the Links you want to edit or delete.

### **Add New Link**

As you might expect from its name, the Links Add New SubPanel handles the creation of new links.

### **Link Categories**

Links, like Posts, can be categorized and categorizing Links aids your audience in navigation of your Links. But Link Categories, unlike post Categories, have no hierarchy (parent/child relationship). In creating categories, recognize that each Category name must be unique.

The Links Link Categories SubPanel allows you to add, edit, and delete Link Categories. Multiple Link Categories can be selected for deletion. A search option allows you to find the Link Categories you want to edit or delete. Also remember Link Categories can be added when adding or editing Links.

## Pages SubPanel

On our web site, because of the way the web site was designed, Pages are used as part of the Administrator's Role, only. The reason is a little complicated but to boil it down, Pages are typically landing pads for Posts. The Pages have been programmed to consolidate Posts based on Categories.

In our case the web site has a Page for each teacher and each category. For example;

- There is a Page for Activities and
- A Page for Intra-Curricular Activities and
- A Page for Creative Arts and
- A Page for Music and
- A Page for Mr. Pasiero

Each of these pages has been programmed to pull Posts marked with the corresponding Category. Therefore, only Administrator Roles have access to create, edit, and delete Pages.

Because Pages are dependent on the Category feature, it is important to mark Posts with ALL the correct Categories.

To continue with the above example, if Mr. Pasiero publishes a Post **without** marking the Categories "Intra-Curricular Activities" and "Creative Arts", those Pages will NOT show his Post. His Post will only be viewable on the Pages marked with the corresponding Categories - in this case, "Activities", "Music", and "Mr. Pasiero".

The Pages SubPanel provides the necessary tools to edit, delete, and view existing Pages. On this SubPanel those with access (based on assigned Roles) can select the Page to edit or delete. Multiple Pages can be selected for deletion and for editing. As with Posts, a powerful bulk edit tool allows certain fields to be edited for a whole group of Pages. A handy in-line edit tool, called Quick Edit, allows you to update many fields for an individual Page. Various search and filtering options allow you to find the Pages you want to edit or delete.

### Add New Page

The Add New Page SubPanel allows you to create new Pages. Also see the Pages article for an in depth discussion.



## Comments SubPanel

Comments are an important feature of this site. Comments allow Subscribers to respond to Posts. Typically Subscribers simply provide their own thoughts regarding the content of the post, but users may also provide links to other resources, generate discussion, or simply compliment the author for a well-written post.

Comments can be controlled and regulated. They are queued for approval before they are visible on the web site. This is useful in dealing with comment spam or inappropriate comments.

In the Comments SubPanel you can edit and delete as well as mark comments as spam. Comments that are awaiting moderation can be marked as approved or previously approved comments can be unapproved. Multiple comments can be selected and approved, marked as spam, unapproved, or deleted. A section at the top of the Comments SubPanel displays the number of comments awaiting moderation and the number of approved comments. A search box allows you to find specific comments

## User SubPanel

### Your Profile and Personal Options

The only pieces of information WordPress requires you to include in your Profile are your **e-mail address** and a **nickname**. It should be noted that WordPress requires your email address only for the web site's administration purposes. The email address is never sent to any other site (not even to the people at WordPress headquarters), and it is never displayed on your Posts (unless you put it there manually). Each user's email address must be unique.

### Personal Options

- ◆ **Visual Editor** - Checking this box **Disables the visual editor when writing**, and uses the plain HTML editor.
- ◆ **Admin Color Scheme** - Check this radio button next to the color scheme desired for the administrative panels.



- ◆ **Keyboard Shortcuts** - Checking this box **Enables keyboard shortcuts for comment moderation**. Keyboard shortcuts are designed to allow you to rapidly navigate and perform actions on comments. The [Keyboard Shortcuts article](#) describes the various shortcuts in detail.

### Name

- ◆ **Username** - You cannot edit your Username because it is used as your Username during the login process. Even an [Administrator](#) cannot change your Username. Usually, no one else ever needs to see your Username.
- ◆ **First name** - Enter your name prefix here (Mr., Mrs., Miss, Ms. or Dr.).
- ◆ **Last name** - Enter your last name in this text box.
- ◆ **Nickname** - Enter the nickname as it is a required for every user. It may be the same as your **User Name** or it can be different. If you don't supply a Nickname, then the **User Name** will be placed in this field.
- ◆ **Display name publicly as** - Select, from the drop-down, Prefix + Last Name (e. g., Mrs. Readsallot or Mr. McSquared).

## Contact Info

- ◆ **E-mail** - All users are required to list an e-mail address in their respective Profiles. The E-mail address must be unique for each user. Your blog will use this address to notify you of new comments to your posts and for other administrative purposes. To reiterate what was said above, only other registered users of your blog will have access to this e-mail address. It is *never* sent anywhere.
- ◆ **Website** - Enter your website address.
- ◆ **AIM** - Please LEAVE THIS BLANK
- ◆ **Yahoo IM** - Please LEAVE THIS BLANK
- ◆ **Jabber / Google Talk** - Please LEAVE THIS BLANK

## About Yourself

- ◆ **Biographical Info** - Enter a short description or profile of yourself here. This information will be displayed on all Posts published by you. Do not use paragraphs because these will not show up.
- ◆ **New Password** - Enter your password twice, once in each of the two text boxes. Leaving these text boxes blank will keep the password you are currently using.  
**Strength Indicator** This indicates if the password you entered is Very Weak, Weak, Medium, or Strong (displayed in green). The stronger the password the more secure your login. Hint: The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers and symbols like !"#\$%^&).

## Your Photo

- ◆ Upload a photo of yourself to be displayed with your bio. Your face should be clearly recognizable in the photo so parents and students will be able to relate the Post to you and your image.
- ◆ Once your photo has been uploaded, the administrator will receive an email asking him/her to approve your photo.

## Update Profile

Remember to click this button to save the changes you have made to your Profile and Personal Options. After clicking this button you should see a splash message at the top of the screen saying User Updated. If you don't see that message, then your changes are not saved!

Pasted from <[http://codex.wordpress.org/Users\\_Your\\_Profile\\_SubPanel](http://codex.wordpress.org/Users_Your_Profile_SubPanel)>

## Tools SubPanel

The Press This function allows quick posting and publishing through the use of a special web browser favourite. You can create a shortcut to allow use of "Press This" from the new post screen. You then activate the function when browsing by selecting the favorite from your web browser favorites list.

Also links to the Categories and Tag converters are presented.

The Tools Tools SubPanel describes the Press This functions.

### **Import**

Depending on your assigned Role, WordPress supports the importing data from a number external sources. In many cases, posts, comments, pages, categories, tags, and users, can be imported.

The Tools Import SubPanel lists the software packages that WordPress can import and details what types of data from each of those platforms qualifies for import. Also see Importing Content for a more extensive list of import possibilities.

### **Export**

Depending on your assigned Role, WordPress Export will create an XML file for you to save to your computer. The format, which is called a WordPress eXtended RSS or WXR file, will contain your posts, comments, custom fields, categories, and tags.

The Tools Export SubPanel guides you through the easy process of exporting your blog. Take note that the Exporting is a useful method to backup your WordPress data.

## Log Out SubPanel

The Log Out link is found at the top right corner in the Administration Panels. It is simply a link that will log you out from the web site.

When you log in to the web site, WordPress stores a so called "cookie" in your web browser. This cookie allows WordPress to remember who you are; if you leave the site for a while but come back to it later, WordPress will see the cookie and not require you to log in again.

However, the cookie cannot tell WordPress who is using the WordPress; in other words, WordPress has no way of looking back at you through your monitor to determine if you are really you. If you have a WordPress cookie set in your web browser, **anyone using your computer can access your Administration Panels**. If you don't want this to happen (perhaps you are using a public computer or a computer which other people use), you can **click this Log Out link**, and WordPress will delete the cookie from your web browser.

You can, of course, log in at some later time.



## Screen Options SubPanel

Screen Options, displayed as a hanging tab under the header, allow the user to decide what fields or modules are presented in the work area for a given function. Each SubPanel may have a different set of Screen Options.

Click on the Screen Options tab to expand the options available for a particular SubPanel, check (or uncheck) the desired options, then click the Screen Options hanging tab to collapse the Screen Options.

## Help SubPanel

Contextual Help, displayed as a hanging tab under the header, displays one or more Help items that are related to the SubPanel that is displayed in the work area.

Click on the Help tab to expand the Help available for a particular SubPanel, then click the Help hanging tab to collapse the Help display.

## Content - Create

When one views the web site's content on the internet, using their web browser, they see the site's front end. This content is placed on the front end by using the back end of WordPress via the User Panel (see [Introduction](#) for information on gaining access to the User Panel) .

In order to create and/or manage content, you must have access to the User Panel and be logged in.

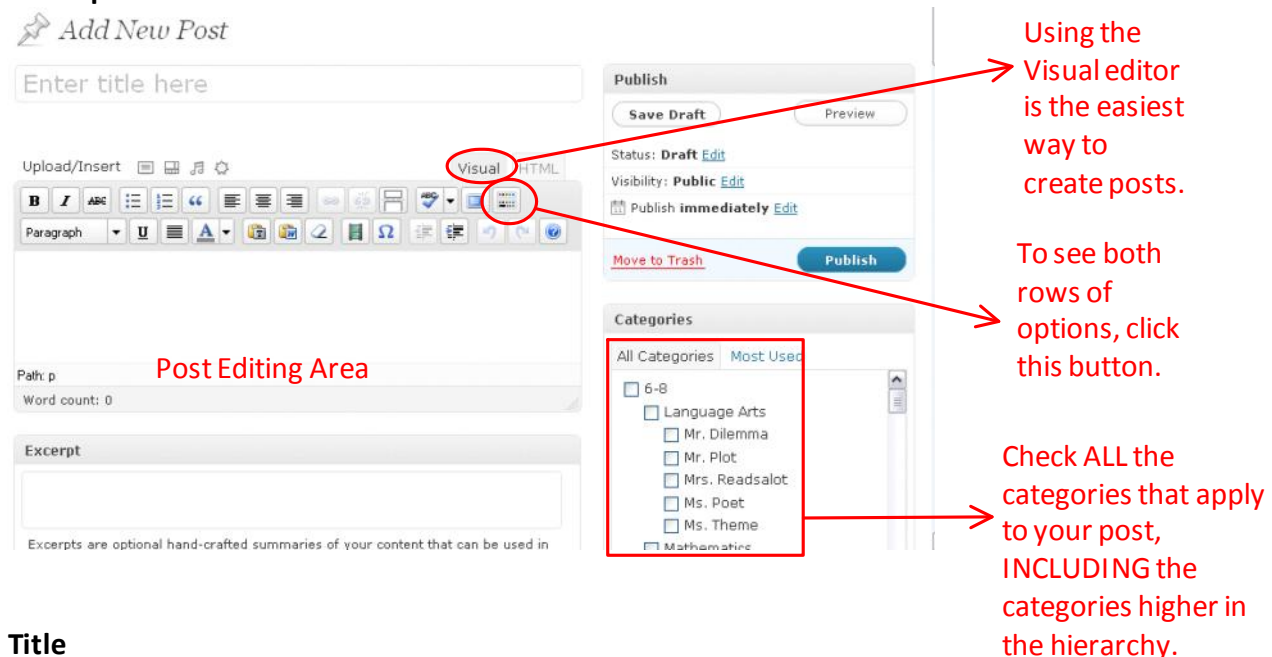
### To write a post:

1. Log in to your WordPress [Administration Panel](#) (Dashboard).
2. Click the [Posts](#) tab.
3. Click the [Add New](#) Sub Tab
4. Start filling in the blanks.
5. As needed, select a category and make other selections from the sections below the post. Each of these sections is explained below.
6. When you are ready, click **Publish**.

### For more details on writing posts, see these sections below:

- Descriptions of Post Fields
- Best Practices For Posting
- Visual Versus HTML Editor

### Descriptions of Post Fields



The screenshot shows the 'Add New Post' page in WordPress. The 'Visual' editor tab is selected and circled in red. A red arrow points from this tab to the text: 'Using the Visual editor is the easiest way to create posts.' Another red arrow points from the 'Visual' tab to the 'Categories' section, which is also circled in red. A red arrow points from the 'Categories' section to the text: 'To see both rows of options, click this button.' A third red arrow points from the 'Categories' section to the text: 'Check ALL the categories that apply to your post, INCLUDING the categories higher in the hierarchy.'

**Post Editing Area**

**Title**

The title of your post. You can use any words or phrases. Avoid using the same title twice as that will cause problems. You can use commas,

apostrophes, quotes, hypens/dashes, and other typical symbols in the post like "My Site - Here's Lookin' at You, Kid." WordPress will clean it up for the link to the post, called the *post-slug*.

### **Post Editing Area**

The blank box where you enter your writing, links, links to images, and any information you want to display on your site. You can use either the Visual or the HTML view to compose your posts. For more on the HTML view, see the section below, [Visual Versus HTML View](#).

### **Preview button**

Allows you to view the post before officially publishing it.

### **Publish box**

Contains buttons that control the state of your post. The main states are Published, Pending Review, and Draft. A *Published* status means the post has been published on the web site for all to see. *Pending Review* means the draft is waiting for review by an editor prior to publication. *Draft* means the post has not been published and remains a draft for you. If you select a specific publish status and click the update post or Publish button, that status is applied to the post. For example, to save a post in the *Pending Review* status, select Pending Review from the Publish Status drop-down box, and click Save As Pending. (You will see all posts organized by status by going to Posts > Edit). To schedule a post for publication on a future time or date, click "Edit" in the Publish area next to the words "Publish immediately". You can also change the publish date to a date in the past to back-date posts. Change the settings to the desired time and date. You must also hit the "Publish" button when you have completed the post to publish at the desired time and date.

**Visibility** - This determines how your post appears to the world. Public posts will be visible by all website visitors once published. Password Protected posts are published to all, but visitors must know the password to view the post content. Private posts are visible only to you (and to other editors or admins within your site)

### **Permalink**

After you save your post, the Permalink below the title shows the potential URL for the post, as long as you have [permalinks](#) enabled. (To enable permalinks, go to Settings > Permalinks.) The URL is generated from your title. In previous versions of WordPress, this was referred to as the "page-slug." The commas, quotes, apostrophes, and other non-HTML favorable characters are changed and a dash is put between each word. If your title is "My Site - Here's Lookin' at You, Kid", it will be cleaned up to be "my-site-heres-lookin-at-you-kid" as the title. You can manually change this, maybe shortening it to "my-site-lookin-at-you-kid".

### **Save**

Allows you to save your post as a draft / pending review rather than immediately publishing it. To return to your drafts later, visit Posts - Edit in the menu bar, then select your post from the list.

### **Publish**

Publishes your post on the site. You can edit the time when the post is published by clicking the Edit link above the Publish button and specifying the time you want the post to be published. By default, at the time the post is first auto-saved, that will be the date and time of the post within

the database.

### Post Tags

At this time we are not utilizing this function. Please do not enter anything into the "Post Tags" box.

However, at another date we may begin to use this, it refers to micro-categories for your blog, similar to including index entries for a page. Posts with similar tags are linked together when a user clicks one of the tags. Tags have to be enabled with the right code in your theme for them to appear in your post. Add new tags to the post by typing the tag into the box and clicking "Add".

### Categories

The general topic the post can be classified in. Generally, teachers/staff have several categories for their content. Readers can browse specific categories to see all posts in the category. If your user permission level allows you the ability to add or manage categories:

To add a new category, click the +Add New Category link in this section.

To manage your categories go to Posts > Categories.

The following items are either not utilized by our web site or defaults have been pre-set for these items. Please do not change these fields.

#### Excerpt

A summary or brief teaser of your posts featured on the front page of your site as well as on the category, archives, and search non-single post pages. Note that the Excerpt does not usually appear by default. It only appears in your post if you have changed the index.php template file to display the **Excerpt** instead of the full **Content** of a post. If so, WordPress will automatically use the first 55 words of your post as the Excerpt or up until the use of the **More Quicktag** mark. If you use an **Explicit Excerpt**, this will be used no matter what. For more information, see [Excerpt](#).

#### Send Trackbacks

A way to notify legacy blog systems that you've linked to them. If you link other WordPress blogs, they'll be notified automatically using pingbacks. No other action is necessary. For those blogs that don't recognize pingbacks, you can send a trackback to the blog by entering the website address(es) in this box, separating each one by a space. See [Trackbacks and Pingbacks](#) for more information.

#### Custom Fields

[Custom Fields](#) offer a way to add information to your site. In conjunction with extra code in your template files or plugins, **Custom Fields** can modify the way a post is displayed. These are primarily used by plugins, but you can manually edit that information in this section.

#### Discussion

Options to enable interactivity and notification of your posts. This section hosts two check boxes: **Allow Comments on this post** and **Allow trackbacks and pingbacks on this post**. If **Allowing Comments** is unchecked, no one can post comments to this particular post. If **Allowing Pings** is unchecked, no one can post pingbacks or trackbacks to this particular post.

#### Password Protect This Post

To password protect a post, click Edit next to Visibility in the Publish area to the top right, then click Password Protected, click Ok, and enter a password. Then click OK. Note - Editor and Admin users can see password protected or

private posts in the edit view without knowing the password.

#### Post Author

A list of all blog authors you can select from to attribute as the post author.

This section only shows if you have multiple users with authoring rights in your blog. To view your list of users, see Users tab on the far right. For more information, see [Users and Authors](#).

***Note:** You can set basic options for writing, such as the size of the post box, how smiley tags are converted, and other details by going to Settings > Writing. See [Writing Options SubPanel](#).*

### Best Practices For Posting

You can say or show the world anything you like on your posts. Here are some tips you need to know to help you write your posts.

#### Use Paragraphs

No one likes to read writing that never pauses for a line break. To break your writing up into paragraphs, use double spaces between your paragraphs. WordPress will automatically detect these and insert <p> HTML paragraph tags into your writing.

#### Using Headings

If you are writing long posts, break up the sections by using headings, small titles to highlight a change of subject. In HTML, headings are set by the use of h1, h2, h3, h4, and so on. By default, our web site uses these heading levels.

#### Use HTML

You don't have to use HTML when writing your posts. WordPress will automatically add it to your site, but if you want to do something extra-ordinary like create boxes, headings, and other additional containers or elements, use HTML.

#### Spell Check and Proof

WordPress will check your spelling for most words; however, it cannot tell the difference between "roll" and "role" or "deer" and "dear". Proof read your post both in the Edit Screen and the Preview Screen.

#### Think before you post

Remember, once it is out there, it can be seen by many and crawled by search engines; and taking things back is harder once it is public. Take a moment to read what you've written before hitting the Publish button. When you are ready, share it with the world. If you are not ready, mark it as a "Draft".

#### Write frequently

Write as frequently as you can, maybe even more than twice a day, but don't let quantity get in the way of quality. Your viewers come for content, don't give them useless stuff.

#### Refrain from slang

Not all the readers will be from your part of the world so make sure people can understand easily.

#### Consider your readers

Perhaps this sounds odd, but consider who needs to know about your information and cater to them.

### Make use of comments

Utilizing comments is a great way to create dialogue between you and your readers. Sometimes they might point out something you forgot to include or something that is unclear. Comments let people share their ideas with you and others. Sometimes, they might not be good, but you can decline to post those comments. Like real life, feedback can be both fun and not so fun at times. Be prepared.

### Use pictures and videos

They make the pages colorful and viewers get to see a little of your part of the world. They feel connected. Click here for [instructions on adding images](#).

### Keep writing

If you don't have anything to write about, chances are, you are holding back. Let loose. Perhaps view other teacher's posts and maybe you'll get an idea.

### Save your posts

Save your posts before you press the publish button. Anything can happen with your computer or with an internet connection. You don't need to lose your post.

## Visual Versus HTML Editor

When writing your post, you have the option of using the visual or HTML mode of the editor. The visual mode lets you see your post as is, while the HTML mode shows you the code and replaces the WYSIWYG editor buttons with quicktags. These quicktags are explained as follows.

- **b** - `<strong></strong>` HTML tag for strong emphasis of text (i.e. **bold**).
- *i* - `<em></em>` HTML tag for emphasis of text (i.e. *italicize*).
- b-quote - `<blockquote></blockquote>` HTML tag to distinguish quoted or cited text.
- del - `<del></del>` HTML tag to label text considered deleted from a post. Most browsers display as striked through text. (Assigns datetime attribute with offset from GMT (UTC))
- link - `<a href="http://example.com"></a>` HTML tag to create a hyperlink.
- ins - `<ins></ins>` HTML tag to label text considered inserted into a post. Most browsers display as underlined text. (Assigns datetime attribute with offset from GMT (UTC))
- ul - `<ul></ul>` HTML tag will insert an unordered list, or wrap the selected text in same. An unordered list will typically be a bulleted list of items.
- ol - `<ol></ol>` HTML tag will insert a numbered list, or wrap the selected text in same. Each item in an ordered list are typically numbered.
- li - `<li></li>` HTML tag will insert or make the selected text a list item. Used in conjunction with the ul or ol tag.
- code - `<code></code>` HTML tag for preformatted styling of text. Generally sets text in a monospaced font, such as Courier.
- more - `<!--more-->` WordPress tag that breaks a post into "teaser"

and content sections. Type a few paragraphs, insert this tag, then compose the rest of your post. On your blog's home page you'll see only those first paragraphs with a hyperlink ((more...)), which when followed displays the rest of the post's content.

- page - <!--nextpage--> WordPress tag similar to the more tag, except it can be used any number of times in a post, and each insert will "break" and paginate the post at that location. Hyperlinks to the paginated sections of the post are then generated in combination with the [wp\\_link\\_pages\(\)](#) or [link\\_pages\(\)](#) template tag.
- lookup - Opens a JavaScript dialogue box that prompts for a word to search for through the online dictionary at answers.com. You can use this to check spelling on individual words.
- Close Tags - Closes any open HTML tags left open--but pay attention to the closing tags. WordPress is not a mind reader (!), so make sure the tags enclose what you want, and in the proper way.

**Workflow Note** - With Quicktag buttons that insert HTML tags, you can for example click *i* to insert the opening <em> tag, type the text to be enclosed, and click */i* or Close Tags to insert the closing tag. However, you can eliminate the need for this 'close' step by changing your workflow a bit: type your text, select the portion to be emphasized (that is, italicized), then click *i* and your highlighted text will be wrapped in the opening and closing tags.

The Quicktag buttons also have the [accesskey JavaScript attribute](#) set, so you may be able to use a keyboard equivalent (e.g., Alt-b for **bold**) to "press" the button, depending on your browser.

On Windows, IE and Firefox prior to 2.0b2 use Alt to activate accesskeys, while [Firefox 2.0b2 uses Alt-Shift](#). On Mac OS X, Firefox uses Ctrl.

Pasted from <[http://codex.wordpress.org/Writing\\_Posts](http://codex.wordpress.org/Writing_Posts)>



## Add Images, Video, Audio & Other Files to Posts

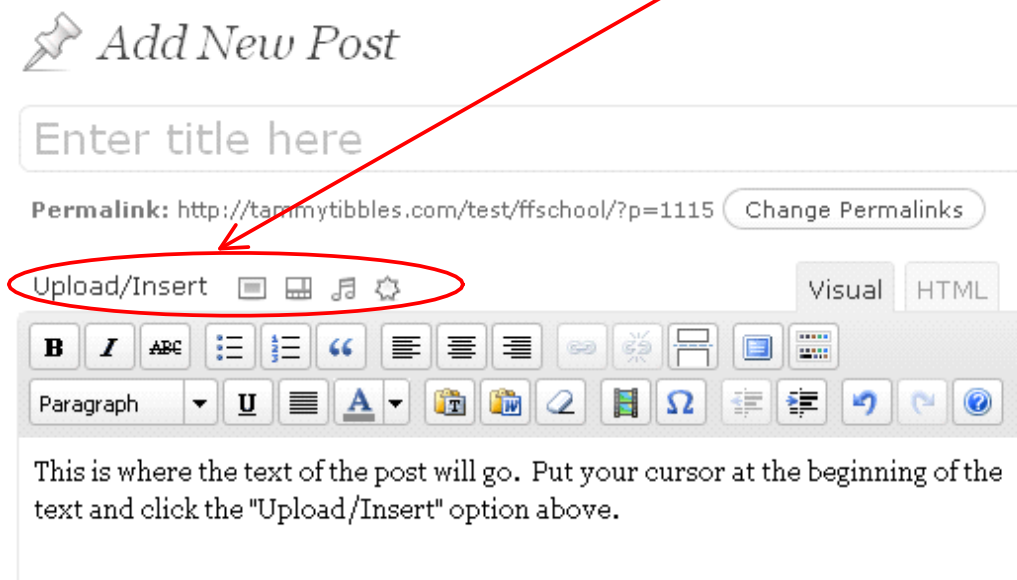
Images in Posts are highly encouraged.

They bring a sense of activity, color, and excitement to the site.

Adding images to posts is easy. There are 2 steps involved to inserting an image into a post.

1. The image file must be uploaded onto the web server before it can be inserted into a post.
2. Insert the image into the post in the appropriate location.

The simplest way to do steps 1 and 2 is to use the "Add Media" function on the post screen (beside the "Visual" and "HTML" tabs).



- a. Choose the appropriate button depending on whether you are adding photos, videos, audio, or miscellaneous media (e.g. PDF files). This method will complete both steps as outlined above.



Add an Image


From Computer
From URL
Gallery (1)
Media Library

### Add media files from your computer

Browse...
Upload
Cancel

Maximum upload file size: 8MB

You are using the Browser uploader. Try the [Flash uploader](#) instead.



File name: horses1.jpg  
File type: image/jpeg  
Upload date: December 4, 2010  
Dimensions: 900 × 735

Edit Image

Title

\* horses

Alternate Text

Horses In Shadow

*Alt text for the image, e.g. "The Mona Lisa"*

Caption

PTA Photographv Contest Winner

Description

Maria DeSilva's photo "Horses In Shadow" won 1st prize at the 2010 PTA Reflections competition.

Link URL

http://tammytibbles.com/test/ffschool/wp-content/uploads/2010/12/hor

NoneFile URLPost URL

Enter a link URL or click above for presets.

Alignment

☐ None
☐ Left
☐ Center
☒ Right

Size

☐ Thumbnail  
(150 × 150)
☒ Medium  
(300 × 245)
☐ Large
☐ Full Size  
(900 × 735)

Insert into Post
Use as featured image
Delete

Save all changes

This is the most important area for inserting images.

1. 90% of all images will be aligned RIGHT. The exception is if the image is going to stand by itself in the center with no text on the left or right (only on the top and bottom).
2. Make sure the image is not over ~300 x 300; unless you want it to stand on its own in the post (as stated above in item 1).
3. To make an image the one seen on excerpts (the Home page), click "Use as featured image".
4. Click "Insert into Post". The darkened screen should lighten and you should see your image in your post edit window.

Every time you upload an image to your web server it is added to the "Gallery" of

images that are available. If you want to insert the same image into another post go to the "Gallery" (to quickly find the image, use the Search Option), hit the "Show" link, and then follow the same instructions to insert that image into another location or post.

## Image Size and Quality

The size and quality of an image for use on a web page is determined by a variety of things.

### Physical Size

The physical size of an image is based upon two things: The size of the image on the screen and the file size. Generally, the file size is treated as a different issue.

### File Size

This is the size of the file on your hard drive or server.

### Resolution

*Resolution* refers to the number of pixels in an image.

Resolution is sometimes identified by the width and height of the image as well as the total number of pixels in the image.

### File Type

There are basically 3 image types popularly found on the Internet: jpeg, gif, and png.

The **physical size** of the image is information we need to know in order to determine how much "space" the image will occupy on a web page. Our web site features a fixed width content area of ~770 pixels; therefore if you want to use an image that is 800, the image will push the sidebar and layout of the web page around, messing up the design. All images should be less than 450 pixels inside the posts; however, the images are clickable which means if someone clicks the image another page will load with image in its full pixel size. Therefore, you can post a smaller version of the image in the post and leave the original size as is. This way, you have the best of both worlds: an image in your post that adds to the content AND an image readers can view larger if they want to see more detail. For example, if you want to post a class picture, featuring all your students, this image will be too large to see faces clearly on the text page. To solve this, post the image on the text page with a caption "Click to enlarge".

**File size** dictates the time it takes to load your page, the larger the file size, often increased because of a high **image resolution** quality, the longer it will take to load. People often don't have the patience to wait through long web page loads,

so keeping your file sizes low speeds up your web page access times. Typically, large high quality images should be kept between 100K and 60K. Smaller images should be closer to 30K and lower.

The **resolution** of the image dictates its clarity. The higher the resolution, though, the larger the file size, so you have to make a compromise between quality and file size. Luckily, the various file types most commonly used on the Internet have *compression* features. When you save the file as one of these types, it condenses or *compresses* the data information in the image file. Internet browsers can *decompress* this information to display the image on the screen. Some graphic software programs allow you to set the compression rate to control the quality of the image (and file size) at the time you save it. Depending upon your use of the images on your site, you may have to experiment with this to get the right ratio that keeps the resolution quality good while maintaining a small file size.

Websites use three common **file types**. The end of a filename (called the *extension*) tells what type it is:

- ❑ jpg (JPEG) is good for photographs. Saving a photo as jpg removes detail from the photo. Good photo editors let you control how much detail is removed (the "compression"). Different photos need different compression; doing this carefully and viewing the result can give you a usable photo with a small file size.
- ❑ gif can be poor for photographs. It's better for line art, like logos, with solid areas of the same color.
- ❑ png is for both photographs and line art. It compresses photos without losing detail, but usually makes larger photo files than JPEGs. Some older browsers don't completely support png, though.

If you aren't sure which file type is best for a particular image, try saving the image in more than one type and comparing the file sizes. Using the right type can make a big difference! There's more information in [Sitepoint's GIF-JPG-PNG What's the Difference](#) article.

## Resizing Images

Once the image is loaded into the Post Edit area of your screen it can be resized (however, this should only be used for mild adjustments in size).

1. Place your cursor over the image. The image will flash two symbols.
2. Click the image, NOT the symbols. The image will show an outline and small squares in the corners and mid-line points.
3. To enlarge or shrink the image, place your cursor on the BOTTOM RIGHT square, Click & Hold the square. Drag down and to the right to enlarge. Drag up and to the left to shrink.

Or you can use a graphic software package. Not all graphic software packages allow you to resize images, though most should. Check your graphics software table of contents or index for *resize*, *size*, *transform*, *reduce*, or *enlarge*, all synonyms for the for the same thing. If they don't have the feature, you may have to find different software.

The process of resizing images is fairly simple. There are usually two methods:

- 1) You can resize an image through the use of tools provided which allow you to manually shift the edges of an image to deform or resize the image. The best way is to grab a corner, not the edge, to resize the image. The corner "handle" will usually resize the image maintaining the overall height-width ratio. Check your manual for specific instructions.
- 2) The other method involves simply specifying the image's final size. The advanced graphics programs allow you to set it by exact dimensions or a percentage of reduction or enlargement.

After resizing the image, the image may be smaller, but it may also be slightly out of focus. You can sharpen the focus of the small image by using the **sharpen** feature in your software.

When you have fine-tuned your small sized image or new thumbnail, export the image as a jpg, gif, or png.

Pasted from <[http://codex.wordpress.org/Using\\_Images](http://codex.wordpress.org/Using_Images)>

## Navigation

Our website has been designed with several navigational options:

- Menu Bar
- Site Map
- Search
- Bread Crumbs

As one who posts content, the only navigation points you need to set in your Posts are to **mark ALL the appropriate Categories**. The site's navigation depends greatly on these categories being marked correctly and completely.

### Menu Bar

The Menu Bar is the primary navigation tool for the site. It lists Tabs organized in the basic organizational structure of the school.

[Home](#) > [6-8](#) > [Language Arts](#) > First Quarter Book Reports Due 12/14/2010

« [Holiday Reading Assignment – “The Skin I’m In” by Sharon Flake](#)

[E Books Are Here](#) »

## First Quarter Book Reports Due 12/14/2010

BY MR. PLOT, ON NOVEMBER 22ND, 2010

Sed ut perspiciatis unde omnis iste natus error sit voluptatem



### AUTHOR BIOGRAPHY

#### Mr. Plot



Mr. Plot is a literary teacher interested in the events comprised in a story. Particularly as these relate to one another in a pattern. a

Screen clipping taken: 12/4/2010, 6:36 PM

[HOME](#) [ABOUT ▾](#) [ADMINISTRATORS ▾](#) [PRE K-5 ▾](#) [6-8 ▾](#) [ACTIVITIES ▾](#) [TOOLS / RESOURCES ▾](#) [SITE MAP](#)

The Tabs with double arrows have cascading menus below. These are called Parent, Child, Grand Child and Great Grand Child as they cascade downward.

The **Site Map** is a list of all Tabs, Parents, Children, etc., and Posts. The Site Map is automatically updated every time a new Post or Page is published.

## Search

The Search Box allows viewers to type in key words to help them find a topic or item they are interested in.

## Bread Crumbs

Like Hansel and Gretel, our web site has utilized bread crumbs to help viewers find their way.

---

[Home](#) > [Activities](#) > [Intra-Curricular Activities](#) > [Creative Arts](#) > Music

---

The top of each Post or Page has the bread crumb trail one can follow to go backward from where they are now. This is especially helpful when one used the Search Box to locate the Post and now wants to see where the Post is categorized in the Menu Bar.



## Pagination

Pagination is a term used to allow viewers/readers to "page" through the site, much like they would a magazine.

The screenshot shows a website layout with a breadcrumb trail at the top: [Home](#) > [6-8](#) > [Language Arts](#) > First Quarter Book Reports Due 12/14/2010. Below this, a red box highlights the pagination links: « [Holiday Reading Assignment – “The Skin I’m In” by Sharon Flake](#) » and [E Books Are Here](#) ». A red arrow points from the text "Pagination" to the right arrow of the first link. To the right, under the heading "AUTHOR BIOGRAPHY", is a photo of Mr. Plot, a man sitting and reading a book. Below the photo, text describes him as a literary teacher. At the bottom left, there is a Penguin Active Reading Level 2 book cover for "Round the World in Eighty Days".

Home > 6-8 > Language Arts > First Quarter Book Reports Due 12/14/2010

« [Holiday Reading Assignment – “The Skin I’m In” by Sharon Flake](#) » [E Books Are Here](#) »

**Mr. Plot**

Mr. Plot is a literary teacher interested in the events comprised in a story. Particularly as these relate to one another in a pattern. a

**First Quarter Book Reports Due 12/14/2010**

BY MR. PLOT, ON NOVEMBER 22ND, 2010

Sed ut perspiciatis unde omnis iste natus error sit voluptatem

PENGUIN ACTIVE READING LEVEL 2  
**Round the World in Eighty Days**  
by Jules Verne

Each Post has Pagination links to Posts before and after it in the Category listed last in the [Bread Crumbs](#). The Pagination appears at the top and bottom of Posts.

We have chosen to utilize Pagination because it is a way for us to show off all the wonderful things our students are doing. We want students, families, and teachers to see what is happening in other classrooms. As you know, "Knowledge is power" and we want to give all our readers an opportunity to become empowered.

## Post Footer

The Post Footer is automatically generated with each and every Post.

[Subscribe to this author's posts feed via RSS](#)

 6-8, LANGUAGE ARTS, MR. PLOT | [EDIT](#)

[Subscribe to posts via Email.](#)

### Subscribe to RSS feed

This option gives those readers who utilize a "Blog Reader" to stay updated on their favorite web sites. By clicking this link, they can subscribe to receive a copy of this Author's Posts whenever this author publishes a new post.

This option is used primarily by the highly internet savvy reader and those using the internet as a primary news source.

### Folder Footer

This area is programmed to display the Bread Crumbs in a different format. It also gives those with the necessary assigned Roles easy access to edit the Post. For example, Mr. Plot and his department chairperson and principal would have access to edit this Post.

### Subscribe to posts via Email

The option of subscribing to Posts via Email is one of the most powerful features of this web site. It gives teachers an opportunity to communicate directly to the families of their students. For families to receive emails, they must Subscribe to the web site, providing an email address (each member of the family with an email address can have their own subscription).

Once logged in as a Subscriber, they can choose from a long list of teachers, grades, activities, and topics they would like to receive emails about. Plus, they can choose what type of emails they receive (full text HTML, full text Plain Text, or excerpts in either format).

It is recommended that you subscribe to your own Posts so you know that they are published correctly and your subscribers will receive them as scheduled.

NOTE: if you pre-date or post-date Posts, this could cause the subscription service to fail and not send these specific Posts to your subscribers.

## Comments

Comments are in important and powerful piece of our web site. Comments allow students and families to discuss the Post's topic with the teacher or administrator or staff member publishing the item.

Perhaps you have experienced sending an assignment home with your students only to find that they were stumped by the requirements or the rubric. If this happens you may find yourself fielding the same questions over and over from each student or from each student's family. Comments are a great way to get the question once and address it - typically by editing the Post to reflect the necessary changes.

Comments are also a wonderful way to create a dialogue with families throughout the year, not just on designated days (Open House, Parent - Teacher Conferences, etc.).

You are encouraged to see Comments as an important tool in your teaching toolbox.

All Comments are set, by default, to be moderated. This means any comment posted to an item authored by you will have an opportunity to be moderated by you BEFORE it is posted. This process achieves two goals:

1. You see what people's feedback, concerns, and praises are about the item, and
2. If the comment is inappropriate (vulgar, hurtful, mis-directed, etc.), you can prevent it from being posted to the site.

### Table of Comments

The Table of Comments displays all the comments, with the most recent comment displayed first.

\* ☐ – This checkbox, when clicked (checked), 'selects' that particular comment to be processed by a Bulk Action.

\* **Gravatar** - This is a picture or gravatar of the comment author.

\* **Author** - This is the name of the comment author. Below the comment author name is the comment author's email address that can be clicked to begin an email to that address. Below the email address is the commenter's web-site in the form of a URL that can be clicked to visit that commenter's web-site. Below the email

address is commenter's IP address in the form of a link. Clicking that IP address link causes all the comments originated by that IP address to be displayed thus allowing a Bulk Action to be applied to all comments from that address.

\* **Comment** - The first item in this column is the comment date and time presented as a link. Click the date and time link to allow the comment to be edited in the Comments Edit SubPanel. Below the date and time is the actual comment that was submitted, and below that is the Immediate Actions that can be performed on that comment.

\* **In response to** - This column displays the title of the post related to the comment. Click the post title to edit that post. Below the post title, a comment bubble depicts the number of comments made to the post. Place the mouse cursor (Hover) over the comment bubble to see how many of the comments are in a Pending state. And finally, next the comment bubble, a # (pound sign/hash symbol) is displayed as a link to see a single post view of the post related to the comments.

## Screen Options

The Screen Options allow you to choose which columns are displayed, or not displayed, in the underlying Table. Clicking on the Screen Options tab shows a list of the columns with a check-box next to each column. Check the box for each column you want displayed in the Table, or uncheck the box to not display that column. In addition, the number of items you want displayed in the table can be set. Choose 1 to 999. Click the Screen Options tab again to close the Screen Options.

## Search

Above the Table, to the right, is a search box where you can enter a word, or series of words, and click the "Search Comments" button to search and display all the comments meeting your search words.

### Filtering Options

At the top of this SubPanel are links such as All, Pending, Approved, Spam, and Trash, that when clicked, will cause just the comments of that type to be displayed in the underlying Table.

Below that and to the right of the Bulk Actions Apply button, is another filter option:

Show all comment types

This dropdown allows you to select, by date, which Posts are displayed in

the Table of Comments. By default, "Show all comment types" is selected and all of the comments are displayed. Besides all comment types, this pulldown offers the ability to filter just comments or just pings.

## **Using Selection, Actions, and Apply**

### **Selection**

This SubPanel allows Bulk Actions to be performed on one or more comments selected in the Table. For Bulk Actions to be performed on multiple comments at once, those comments must be first selected via one of these methods:

- \* Select one comment at a time - To select a comment, the checkbox to the left of the comment entry must be checked (clicked). It is possible to keep selecting more comments by checking their respective checkbox.

- \* Select all comments in given Table - All comments in a given table can be selected by checking the checkbox in the Table's title, or footer bar. Of course, unchecking the header or footer title bar checkbox will cause all entries in that Table to be unchecked (NOT selected).

- \* Reverse Selection - A Reverse Selection means checked items become unchecked, and unchecked items become checked. A Reverse Selection is accomplished by holding the Shift key on the keyboard and clicking the header or footer title bar checkbox.

### **Actions**

Actions describe the process to be performed on particular comments. There are two styles of Actions that will be referred to as Bulk Actions and Immediate Actions. The following describes these Actions:

- \* Bulk Actions - These Actions can be performed on one, or more comments, at one time, if those comments have been previously selected. Bulk Actions are available, when appropriate, as choices in the Bulk Actions pulldown box, above the Table. The Bulk Actions allowed are Unapprove, Approve, Mark as Spam, and Move to Trash.

- \* Immediate Actions - Immediate Actions are performed immediately, on an individual comment. When the mouse cursor is moved over (hover) a comment, in the Comment column, under the comment itself the Immediate Actions of Unapprove, Reply, Quick Edit, Edit, Spam, and Trash appear as links. Click one of those links to initiate the corresponding Immediate Action.

The available Actions are described below:

\* **Approve/Unapprove** - This Action is shared by one link. If a comment is currently in an approved state then this link shows as Unapprove (in orange), but if the comment is Unapproved this link shows as Approve (in green). Clicking the Approve or Unapprove link changes the comment to the opposite status. Both Approve and Unapprove are available as Bulk Actions.

\* **Reply** - Available only as an Immediate Action. Clicking action cause the Reply to Comment edit window to display below the current comment and a reply to that comment can be made and save when the Submit Reply button is clicked.

\* **Quick Edit** - Quick Edit is an "Immediate Action" that allows a quick in-line edit of the comment. See the Quick Edit section for details on this Action.

\* **Edit** - This Action, an Immediate Action, initiated by click on the comment time and date, or clicking on the Edit option just below the comment, causes the Comments Edit SubPanel to display.

\* **Spam** - This Action, shown in red, marks the comment as spam. Spam is available both as a Bulk Action, and an Immediate Action. *See the Spam section below for details on this Action.*

\* **Trash** - This Action, shown in red, sends the comment to the trash bin. Comments sent to the Trash later be restored or deleted permanently. Trash is available both as a Bulk Action, and an Immediate Action. See the Trash section for details on this Action.

## Quick Edit

Quick Edit is an Immediate Action performed on one comment by clicking the Quick Edit link, under the comment in the Table of Comments. Quick Edit is just an in-line edit that allows you to change the following items--Name of commenter, Email of commenter, URL of commenter, and the comment.

\* **Cancel** - Click Cancel to cancel and abort the Edit of this comment.

\* **Update Comment** - Click Update Comment to save the Edits made to this comment.

## Spam

Marking comments as **Spam is reserved for a VERY SPECIFIC type of comment.** A Spam comment is one that appears to be generated to go out en mass. For example, "Hey! Check out my new line of leopard print shoes and belts at bigshoeandbeltstore.com".

Once a comment has been marked as Spam, that comment and other Spam

comments can be accessed via the Spam Filtering link above the Table of Comments. Once those Spam comments are accessed via that Filter link, then each Spam comment can be Unspammed or can be Deleted Permanently. In addition an Empty Spam button can be clicked and all comments that are marked as Spam are deleted permanently. The Empty Spam button deletes all Spam comments even if the comments are not selected.

## Trash

Once a comment as be sent to the Trash, that and other Trashed comments can be accessed via the Trash Filtering link above the Table of Comments. Each of the Trashed comments can be Restored to the previous state before that comment was sent to the Trash. In addition, an Empty Trash button can be clicked and all comments in the Trash are deleted permanently. The Empty Trash button deletes all Trash comments even if the comments are not selected.

## Apply

After one or more comments are selected, and after a Bulk Action is specified, the Apply button performs the given Action on the selected comments.

\* **Apply** - Click the Apply button to execute the Bulk Action, specified in the Actions pulldown, on the selected comments. Remember, prior to executing Actions, one or more comments must be selected, as described before.

## Edit Comment

Once a comment is edited this SubPanel display and allows the user to change the comment and the status of the comment.

### \* Author

- o Name - The name given by the author of the comment.
- o E-mail - The e-mail address given by the author of the comment.
- o URL - The web-site URL given by the author of the comment.

### \* Comment

o Edit Comment box - The edit box containing the content where changes can be made to said text.

### \* Status

- o Approved - Radio button to mark this comment as approved.



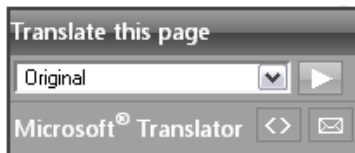
- o Pending - Radio button to mark this comment as pending (unapproved).
- o Spam - Radio button to mark this comment as spam.
- o Approved - Radio button to mark this comment as approved.
- o Submitted on - Click the edit button to edit the date and time this comment was submitted.

**\* Actions**

- o View - Views the entire comment and post as displayed on the blog.
- o Move to Trash - Click this link to send this comment to the Trash where it later can be restored or deleted permanently.
- o Update Comment - Allows you to save the changes to the comment and return to the Table of Comments.

## Translator

Our site utilizes a translator tool developed and managed by MicroSoft.



This translator allows our site to be translated into multiple languages, instantly. This gives our families who prefer to read our site in their native language.

Simply click the drop down and choose the desired language, then click the ▷ arrow. A new toolbar will appear across the top of the of the screen.



This allows the reader to easily change from one language to another.

Keep in mind that this is a literal translation. It will not translate the sentence structure but it will give the reader a general idea of the information on the screen.

Try it. Notice how everything is translated - Menu Bar, Titles, Posts, Side Bars and Footers?